AMERICAN EMBASSY

COMPUTER ASSISTANT

The U.S. Mission in Colombo is seeking candidates for the position of Computer Assistant.

As our new Computer Assistant, you will be responsible for the Embassy's unclassified computer operations and serves as a technical, LAN administrative advisor to the Information Systems Officer (ISO), on all computer related issues.   Are you fluent in English? (English will be tested), Do you have the ability to identify issues and provide effective solutions? Do you have good technical skills to troubleshoot, diagnose and resolve hardware/software problems, maximize resources and system capabilities? Then you are the person we're looking for!

Please send us your detailed CV along with a cover page containing the following questions and your responses:

1.Position Title, 2. First, Middle, & Last Names as well as any other names used, 3. Current Address, Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. Do you have any relatives or members of your household who work for the U.S. Government (Y/N, if 'Y' Name, Relationship, Position, Location), 7. Are you between ages 18-60? (Y/N), 8. Have you completed GCE (A/L) in Mathematics subjects? (Y/N, if 'Y', Course Name, Institute, Starting & Ending Dates of the Course), 9. Have you completed Higher Diploma in Computer Science? (Y/N, if 'Y', Course Name, Institute, Starting & Ending Dates of the Course), 10. Do you have certifications in MCP (Microsoft Certified Professional) and/or MCSE (Microsoft Certified Systems Engineer)? (Y/N), 11. Do you have minimum two years experience performing progressively responsible work in management, administration and utilization of computer systems and networks (including experience in PC hardware, software, troubleshooting in NT/2000/XP workstation and Microsoft Office applications)? (Y/N – If 'Y' state employer, position title, years /months of employment in each position & summary of duties), 12. Your current monthly take home salary?

Applications without the cover page may not be considered for this position.

If your answer is 'No' to questions 7, 8, 9, 10 and 11 your application will not be considered.

We offer a four and a half day work-week with options for flexi-hours.

Your take home monthly package will be Rs.85, 979/-

Your application should reach us on or before July 2, 2012, by post at P.O. Box 106, Colombo, or by e-mail at Colombohr@state.gov. Please state "Computer Assistant" on the top left-hand corner of the envelope or in the subject line of your e-mail. Please note, only shortlisted candidates will be contacted.

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